

**VIRGINIA ADVISORY COUNCIL
ON
MILITARY EDUCATION
(VA-ACME)
BYLAWS**

ARTICLE I – NAME

The name of this Council shall be the “Virginia Advisory Council on Military Education (VA-ACME).”

ARTICLE II – PURPOSE

This Council is established to:

Promote, support, and deliver meaningful education within all branches of the Armed Services encouraging educational institutions to be innovative and flexible in meeting their educational needs.

Provide a forum for the discussion of current issues and planning for future programming.

Review the concerns and problems brought before the Council and make recommendations to the appropriate agency or entity.

Encourage cooperative and coordinated efforts leading to improved functioning of the Council and more efficient and effective educational services for Armed Services personnel and their family members.

Recognize the achievements of those persons and organizations that have contributed to the advancement of educational opportunities.

ARTICLE III – MEMBERSHIP AND DUES

Membership includes representatives from each of the military installations and institutions recognized by SCHEV (State Council of Higher Education in Virginia) to operate in the Commonwealth of Virginia.

Any organization that actively supports and promotes quality education programs to the military and approved by the Board.

Each academic institution, military installation, and professional organization will have one vote.

Membership shall be for one year spanning the period July 1st through June 30th and shall be renewable each year. Each member in good standing shall pay dues annually. A roster of members in

good standing shall be published. Only full members whose dues are current will be eligible to vote on matters brought before the Council.

The Executive Board shall establish and approve annual dues to cover operating expenses such as postage, stationery, recording of minutes, necessary expenses.

ARTICLE IV – MEETINGS

The Council shall meet semiannually in Spring and Fall at a time and place to be determined by the Executive Board.

The meetings shall be for the purpose of:

Presenting summary reports from representatives of the Armed Services, the educational providers, VA-ACME officers and VA-ACME committees.

Election of Executive Board members and Officers.

Conducting the necessary business of the Council.

Presenting and actively participating in programs of interest, concern, and benefit to the membership.

Special meetings of the Council may be called by the president or the Executive Board as required.

A majority of the registered members present at a semiannual meeting shall constitute a quorum. A majority of the members of the Executive Board at an Executive Board meeting shall constitute a quorum for meetings of that body.

Minutes of all meetings shall be recorded and presented at the subsequent Council meetings for approval.

Electronic mail may be used for all official notices and communications of the Council.

ARTICLE V – EXECUTIVE BOARD AND ELECTED OFFICERS

The Executive Board shall consist of five elected positions, the President, the Vice President, the immediate Past-President, the Treasurer, and the Secretary.

Election of officers

Elections shall be conducted at the Fall meeting.

The President shall appoint a nominations committee to encourage candidates and shall present a list of candidates for the offices of President, Vice President, Treasurer and the Secretary.

Nominations will be solicited from the floor.

Officers will be elected by written ballot to serve until the close of the meeting at which their successors are elected.

A majority of the votes cast shall constitute an election.

A term of office shall be two years. The President, Vice President, Treasurer and Secretary may be re-elected for a second consecutive term.

At the first election, the President and the Secretary shall be elected for a one-year term.

Any elected officer who fails to fulfill the duties or term of office will be replaced at the next general meeting through the election process.

ARTICLE VI – DUTIES OF OFFICERS

The President shall be the principal officer of this Council and shall:

Preside at the semi-annual meeting, the meetings of the Executive Board, and at any special meetings.

Be an ex-officio member of all committees.

Appoint all standing and special committee chairs with the advice and consent of the Executive Board.

Ensure that all expenditures of the organization are properly authorized and sign checks as needed.

The Vice President shall:

In the absence of the President, preside over meetings.

Assist the President in the administrative functions of the Council.

Perform other duties as assigned by the President.

In case of an emergency and the office of Vice President becomes vacant, the President shall appoint an interim Vice President with the advice and consent of the Executive Board.

In case of an emergency and the office of President becomes vacant, the Vice President shall assume the office of President.

The Secretary shall:

Be responsible for disseminating the minutes to the Executive Board and appropriate information to the membership in a timely manner.

Maintain the membership roster, correspondence and the history.

Coordinate the registrations for the semi-annual meetings.

The Treasurer shall:

Maintain all monies of the Council, keep an accurate record.

Maintain a checking account for the deposit of the Council funds.

Be one of two officers authorized to sign the Council checks.

In case of an emergency and the office of Treasurer becomes vacant, the president shall appoint an interim Treasurer with the advice and consent of the Executive Board.

The Immediate Past President shall:

Advise and assist the President and other officers.

ARTICLE VII – EXECUTIVE BOARD

The following officers shall constitute the Executive Board of the Council:

President, Immediate Past President, Vice President, Treasurer and Secretary.

The Executive Board shall:

Have general supervision of the Council in the interim between regular meetings.

Plan and organize the general meetings of the organization.

ARTICLE VIII – OTHER

Ad hoc committees are appointed, as required, by the President.

Conditions of expediency: In situations requiring urgent response or action, such action is authorized by the majority vote of the Executive Board and will be reported at the next semi-annual meeting.

ARTICLE IX – AMENDMENT OF BYLAWS

These Bylaws may be amended at either semi-annual meeting, by two-thirds vote provided that such proposals are promulgated for consideration at least thirty days prior to the conference.

EXECUTION: *By vote of registered members present of the Virginia Advisory Council on Military Education having voted to accept these Bylaws on 16 February 2006, these provisions are hereby adopted as the official Bylaws of the Virginia Advisory Council on Military Education (VA-ACME).*

Signature President, VA - ACME

Signature Vice President VA - ACME

Signature ACME Secretary, VA - ACME

Signature ACME Treasurer, VA - ACME